



## **SAFETY & HEALTH OFFICER**

The position is responsible for ensuring a safe and healthy working environment by implementing workplace safety practices and complying with Malaysian safety regulations. This role includes monitoring safety conditions, conducting safety training, maintaining safety records, supporting audits and inspections, and working with management to continuously improve safety standards in the workplace.

### **Job Responsibilities:**

- Coordinate safety and health management activities.
- Liaise with local authorities such as DOSH, BOMBA, KKM, etc.
- Monitor and ensure the effectiveness of safety equipment, systems, and environmental controls in compliance with regulatory requirements.
- Develop, review, and maintain safety policies, procedures, records, and documentation.
- Provide safety guidance and conduct safety training for all employees.
- Coordinate and support government safety inspections, including follow-up on corrective and preventive actions.
- Maintain detailed records and prepare reports on safety metrics.
- Collaborate with management to continuously improve safety standards.
- Coordinate with auditors, insurance providers, customers, and other relevant parties.
- To follow up fire-fighting system and maintenance

### **Job Requirements:**

- Degree in Occupational safety & health, Environmental Science, Engineering, or related field.
- **Must possess a valid Green Book issued by DOSH.**
- 1 to 3 years of experience in safety management (preferably manufacturing/industrial).
- Good understanding of Malaysian safety and environmental regulations.
- Strong communication, problem-solving, proactive, team work and training skills.
- Willing to work in Gopeng, Perak.

Interested applicants are invited to write-in / email with a comprehensive resume to:

**HUMAN RESOURCE DEPARTMENT**

**UNISEM (M) BERHAD**

**No 1, Persiaran Pulau Jaya 9,**

**Kawasan Perindustrian Pulau Jaya,**

**31300 Ipoh Perak.**

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